Idaho Commission for Libraries

Library Services and Technology Act Grant Guide

July 1, 2014 – June 30, 2015

INSTITUTE of Museum and Library SERVICES

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IDAHO COMMISSION FOR LIBRARIES WEBSITE: http://libraries.idaho.gov

LSTA Grant Application Guide

Table of Contents

I. ICfL and LSTA Overview

The Idaho Commission for Libraries (ICfL) is an independently managed Idaho state agency. Originally established in 1901 as the Idaho State Library, ICfL works to fulfill our mission of assisting libraries to build their capacity to better serve their clientele. ICfL's work revolves around library development. We work with the library directors, staff, and trustees of Idaho's publicly funded libraries to provide library services that meet the changing information needs of Idaho's citizens. Library Services and Technology Act (LSTA) funds assist ICfL in meeting our mission across the state of Idaho through annual grant funding from the Institute of Museum and Library Services' (IMLS) Grants to States program. A portion of our LSTA funding is used to support libraries and their staff through Continuing Education (CE) Grants each year. To date, ICfL has awarded $336,994 to 461 grantees in CE Grants since 1998.

II. LSTA Grant Requirements

Idaho libraries may apply for grants to support individual employee, or group continuing education (CE) activities throughout the year. To be eligible to apply, the library and the proposed activity must meet the following requirements:

1) CE activities must be specific to library programs and/or services.

2) CE activities must address one or more of the *LSTA Priorities* – see Appendix A.

3) Applicant library must be in compliance with IDAPA 30.01.01 - "Idaho Commission for Libraries Governing the Use of Commission Services (Rules 020-023)" – see Appendix B.

4) Applicant library must agree to the terms of federal certifications regarding Civil Rights, Debarment, and Lobbying – see Appendix C.

5) CE activities must support an identified need that is consistent with one of ICfL's three strategic issues for library development as identified in ICfL's *Idaho State Plan 2013-2017*:

    1) ACCESS: "What can the Idaho Commission for Libraries do to help Idaho's libraries not only sustain but also increase equitable and convenient public access to information and library services?"
    2) LITERACY: "How will the Idaho Commission for Libraries assist libraries to provide Idahoans with equitable access to literacy and learning opportunities in order to be successful in all of life's endeavors?"
    3) COMMUNITY ANCHOR: "How can the Idaho Commission for Libraries assist all libraries to become valued community anchors within their unique communities?"

    (For additional details, see *Idaho State Plan 2013-2017*.)

6) Applicant library must be in good standing with ICfL programs, meeting their participation, funding and reporting requirements as agreed upon with ICfL Project Coordinators and Consultants.

Frequently Asked Questions:

In addition to these requirements, applying libraries should review the following grant application and reimbursement guidelines prior to submitting an application:

- The first step, when applying for any of the three types of CE Grants, is to discuss the proposed CE event with the CE Consultant, by phone or email, to ensure that the library and the event meet the requirements.
- Libraries will be the Applicants and become the Grantee of the CE grant. The individual staff member attending the conference, course or training will be the Participant/s. All grant agreements are made between the library (Grantee) and ICfL, not with the individual (or Participant).
- Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation narrative, Financial Report Form, Request for Reimbursement Form, and expense receipts. Detailed evaluation and reimbursement instructions will be provided to the applicant at the time of grant award.
- Library employees leaving the library profession and/or the state of Idaho before the completion of grant obligations forfeit all rights to funds awarded through these grants. The individual (or Participant) must still be employed with the Grantee library at the time of reimbursement.

III.   Types of LSTA Grants

Due to a change in available funds, the Commission has suspended the *Competitive* and *Just In Time* grant programs for FY13 and FY14.

ICfL continues to offer libraries and their staff three types of continuing education grants, to which they may apply throughout the year, as funds are available:

a.   First-Time Attendance At Library Conference Grants (for Individuals):

First-Time Conference grants are designed to support a library employee or trustee to attend a library conference for the first time. The conference must be a major state, regional or national library conference that is held outside a 50-mile radius of the library of employment and must be consistent with the LSTA Priorities. The first step to take after identifying the library conference you want to attend is to speak with or email ICfL's Continuing Education Consultant, Shirely Biladeau, to get approval for this particular CE event. Next steps are outlined below:

Specific Guidelines for 1ˢᵗ Time Conference Grants:

1) The completed application must be received by ICfL, or postmarked, 50 calendar days prior to the start date of the proposed conference. In order to take advantage of Early Bird Conference deadlines, please submit the grant application as early as possible. Refer to the list of upcoming Conference Grant Application Deadlines at: http://libraries.idaho.gov/lsta, or contact ICfL's CE Consultant for specific deadlines. Please, no faxed or emailed grant submissions. Original signatures are required.

2) Project Budget:
   - First-Time Conference Grants will cover the following types of conference expenses: conference registration, lodging, and airfare or mileage. Pre-Conference fees, meals, and airport shuttle or taxi fees are NOT eligible conference expenses. Airline baggage fees are allowable expenses, though they will be limited to one bag fee traveling to the event and one bag fee traveling from the event.
   - First-Time Conference Grants have a minimum award amount of $250 and a maximum award amount of $900. Local match by the library or the individual will need to cover all additional costs of attending the conference however **there is no required match for this grant type.**

3) After receiving funding for conference attendance, second or third applications from the same individual in the same fiscal year will be prioritized pending available funds.

b. Formal Library Science Course/Professional Development Grants:

Formal Library Science Course/Professional Development (FLSCPD) Grants are designed to support the participation of an employee of an Idaho publicly-funded library in university or college library science courses consistent with the purposes for LSTA.

Specific Guidelines for FLSCPD Grants:

1) The completed application must be received by ICfL, or postmarked, 50calendar days prior to the start date of the proposed course. Please, no faxed or emailed grant submissions. Original signatures are required.

2) Library employees are eligible for four FLSCPD opportunities and may apply for one opportunity per semester:
   - ALA – Accredited Masters Degree Program in Library Science
   - Education Media Generalist Endorsement
   - Formal Library Science Courses for Professional Development
   - LSSC – ALA associated Library Support Staff Certification program

3) Project Budget:
   - FLSCPD Grants have a minimum award amount of $250 and a maximum award amount of $1,000 per semester for tuition and course material expenses. A maximum, cumulative total for all four opportunities will not exceed $6,000 per employee, per life time.
   - **FLSCPD Grants require at least a 25% match from the library/grantee in non-federal funds.** Local match by the library or the individual must be equal to or greater than 25% of the Total Project/Event Cost, not 25% of the Grant Request Amount. Often, with library course grant, the local match far exceeds the required 25% match. See examples below:

Local Match Example #1:   Total Project Cost: $3,500
                          Grant Request Amount: $1,000
                          Local Match Amount: $2,500 ($825 required - 25% of $3,500)

Local Match Example #2:   Total Project Cost: $1,300
                          Grant Request Amount: $1,000
                          Local Match Amount: $325 (25% of $1,300)

4) For the MLS program, the employee must receive a grade of B or better for each course for which reimbursement is requested. The Educational Media Generalist Endorsement, FLSCPD and LSSC participants must receive a grade of C or better.

c. Staff or Trustee Professional Development Grants (for Groups):

Staff or Trustee Professional Development Grants support the professional development needs of a group of library staff, a group of library trustees, a group of libraries or a library consortium.

This grant is designed to meet the needs of large-group CE activities and partnership among libraries is encouraged.

1) The completed application must be received by ICfL, or postmarked, 50 calendar days prior to the start date of the proposed CE event. Please, no faxed or emailed grant submissions. Original signatures are required.

2) Project Budget:
   - Staff or Trustee Professional Development Grants have a minimum award amount of $500 and a maximum award amount of $5,000.
   - **Staff or Trustee Professional Development Grants require at least a 25% match from the library/grantee in non-federal funds**. Local match by the library or the individual must be equal to or greater than 25% of the Total Project/Event Cost, not 25% of the Grant Request Amount. See examples below:

Local Match Example #1:   Total Project Cost: $6,667
                             Grant Request Amount: $5,000
                             Local Match Amount: $1,667 (25% of $6,667)

Local Match Example #2:   Total Project Cost: $1,200
                             Grant Request Amount: $900
                             Local Match Amount: $300 (25% of $1,200)

IV.   Grant Applications

Prior to attending a CE event, applying libraries/participants are required to contact ICfL's Continuing Education Consultant, Shirley Biladeau, to discuss the proposed CE activity to ensure that the library and the proposed event are eligible. Once approved by the CE Consultant, the applicant library/participant must complete an LSTA Grant Application. Grant-specific applications forms and instructions can be found on our website, http://libraries.idaho.gov/lsta, or by following the links provided in this section.

In general, the grant application process requires the following information from the applicant library and participant:

1. A completed and signed Grant Application Cover Sheet
2. A completed LSTA Eligibility Checklist (Appendix B).
3. Narrative responses to the Grant Application Questions.
4. Printed estimates of anticipated expenses for your CE activity as outlined in your Event Budget Summary on the Cover Sheet such as: conference registration, lodging, airfare, mileage, tuition, course materials, training materials, speakers, etc. (depending on the type of grant you are applying for)
5. A brief description of the training event, conference or other professional development opportunity for which you are requesting funds, identifying topics, speakers, dates, times, and location of the event.

For specific Grant Applications and Instructions by grant type, please visit the CE Grant Funding page on our website (http://libraries.idaho.gov/lsta) **to find the following application material:**

a. 1st Time Conference Grant Application
b. FLSCPD Application
c. Staff and Trustee Professional Development (for Groups) Grant Application

Please submit your CE Grant Application paperwork to the following address at least 50 calendar days prior to the CE event date:

325 W. State Street, Attn: Grants Officer, Boise, ID 83702

If you have any questions, please do not hesitate to call our Continuing Education Consultant or our Grants Officer at 800-458-3271 (toll-free long distance) or (208) 334-2150.

V.   Application Signatures

Two individuals representing the applicant library must sign the grant application. Please carefully read the detailed descriptions included below describing appropriate signatures for each type of applying entity:

Application Signatures for Public Libraries –

- The Library Director and the Chair of the Library Board should sign the Grant Application. In the absence of the Board Chair, the Vice-Chair of the Library Board (or another Board member) should be the second signature on the Grant Application. If the Library Director is the applying participant on the grant application, the Library Director should NOT sign the application. Instead, the Library Board Chair and the Library Board

Vice-Chair (or another Board member) should be the two individuals signing and authorizing the Grant Application.

Application Signatures for School Libraries –

- The School Librarian (or director of the Media Center) and the District Superintendent (or authorized representative) should sign the Grant Application. If the School Librarian is the applying participant on the grant application, the School Librarian should NOT sign the application. Instead, the District Superintendent (or authorized representative) and the School Principal should be the two individuals signing and authorizing the Grant Application.

Application for Library Consortium –

- Authorizing officials include: Executive Director (of chief staff person) and the Chair (of other key official) of the governing body.

Application for Academic Institution or Special Library –

- Authorizing officials include: Academic Library Director and an individual who can legally obligate the institution.

VI. **Federal Certifications**

In order to receive federal grant funds, the applicant library must agree to the terms of pertinent federal certifications. The certifications described below are referenced on the cover page of the grant application. By signing the cover page, the applicant library is agreeing to the terms of the certifications. The complete certifications can be found in Appendix C and are described briefly below:

- **CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS –** Once signed, this certifies that the subgrantee has not used federal funds to pay to influence an officer or employee of any agency in the connection with the awarding of a federal contract or grant.
- **CIVIL RIGHTS CERTIFICATION –** Once signed, this certifies that the subgrantee will comply with all civil rights laws including equal employment opportunity laws.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY**

EXCLUSION – Once signed, this certifies that the subgrantee, or anyone with whom the subgrantee may contract in respect to the grant, is not named on a government list as being debarred or suspended from receiving federal funds.

For public libraries, the Library Director or City Clerk is the authorizing official/signer on the certifications; for school libraries, the School Principal or District Superintendent is the authorizing official/signer on the certifications. The authorized official/signer of the certifications for academic libraries, consortia or special libraries varies – please discuss with the CE Consultant or Grants Officer before submitting.

VII. Project Evaluation and Reimbursement Process

Once the event has concluded, the applicant library must submit evaluation and financial documentation to ICfL to receive reimbursement for CE event expenses (i.e. the grant award amount). Grant-specific evaluation forms will be included in your grant agreement packet and can also be found on our website (http://libraries.idaho.gov/lsta) or by following the links provided in this section.

In general, the grant reimbursement process requires the following information from the applicant library and participant:

1. A completed and signed Request for Reimbursement Form.
2. A completed LSTA Financial Report Form, with the Actual Expenses column filled in.
3. Copies of receipts of actual expenses for your CE activity, as outlined in your Approved Project Budget Form such as: conference registration, lodging, airfare, mileage, tuition, course materials, training materials, speakers, etc.
4. A brief narrative report from the participant responding to the Evaluation Questions outlined in your Evaluation Packet**.**

For specific Grant Evaluation Questions and Instructions by Grant Type, please visit the CE Grant Funding page on our website (http://libraries.idaho.gov/lsta) **to find the following evaluation material:**

a. 1st Time Conference Grant Evaluation & Reimbursement Packet
b. FLSCPD Grant Evaluation & Reimbursement Packet
c. Staff and Trustee Professional Development Grant Evaluation & Reimbursement Packet

Processing time for grant reimbursements is approximately 15 business days. Please submit your Evaluation and Reimbursement paperwork to the following address by the deadline stated in your Grant Agreement (approximately 30 days following the conclusion of your CE event):

325 W. State Street, Attn: Grants Officer, Boise, ID 83702

If you have any questions, please do not hesitate to call our Continuing Education Consultant or our Grants Officer at 800-458-3271 (toll-free long distance) or (208) 334-2150.

VIII.   Beyond Grants – Statewide LSTA Funded Projects

In addition to CE grants to library staff across the state of Idaho, ICfL utilizes LSTA funding to provide the following statewide programs:

- **STATEWIDE READING**
Plans and implements Summer Reading, Read to Me, Let's Talk About It, and Talking Book Service programs.

- **STATEWIDE NETWORKING**
Provides coordination for statewide initiatives among libraries that support library service for users in Idaho's communities. Statewide networking focuses on collaborative efforts like resource sharing and coordinated services to build the capacity of libraries to better serve their clientele. It includes Libraries Linking Idaho (LiLI), a group of projects and services that bring networked library service to the citizens of Idaho. Statewide networking projects foster collaboration among libraries for interlibrary sharing, keeping up with technology trends, and developing cooperative services among libraries for the benefit of Idahoans.

- **STATEWIDE CONTINUING EDUCATION**
Supports the implementation of the Continuing Education Action Plan, which includes workshops, forums, materials, and related professional development and community building activities for library staff, directors and trustees.

- **STATEWIDE PLANNING FOR LIBRARY SERVICES**
Addresses the Idaho Commission for Libraries' statewide strategic issues for library development and the 2020 Vision for Idaho's library future, including support for advisory groups.

- **STATEWIDE COMMUNITY BUILDING**
Implements statewide community building and information sharing projects, including information sharing planning, development, production, distribution, and evaluation in support of projects administered by the Idaho Commission for Libraries.

APPENDIX A – LSTA Priorities

1) Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individual's needs for education, life-long learning, workforce development, and digital literacy skills;

2) Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in section 224(b)(6), for the purpose of improving the quality of and access to library and information services;

3)
   a. Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and
   b. Enhancing efforts to recruit future professionals to the field of library and information services;

4) Developing public and private partnerships with other agencies and community-based organizations;

5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

7) Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and

8) Carrying out other activities consistent with the purposes set forth in Section 212, as described in the State library administrative agency's plan.

APPENDIX B – IDAPA 30.01.01: LSTA Eligibility Requirements

Attach Checklist to Each Grant Application

INSTRUCTIONS

- This checklist is to be completed by *each applicant and each participant* in a proposed LSTA grant project, with the exception of a Professional Development for Groups Grant applications. Group grant applications can submit one LSTA Eligibility Checklist.

- To complete the checklist, mark each requirement that your library/ consortium/ organization meets.

- Each checklist must be signed by the library/consortium/organization director or an administrator who can legally obligate that entity.

CERTIFICATION

Library/Consortium/Organization Name: _____

The undersigned certify that the above Library/Consortium/Organization currently meets the requirements marked below.

_____   _____

Signature of Authorized Official   Date

Adjusted to meet IDAPA 030.01.01 rule change 09/17/2009

1. **GENERAL ELIGIBILITY REQUIREMENTS FOR PUBLIC, SCHOOL, ACADEMIC, AND SPECIAL LIBRARY APPLICANTS.**

In addition to applicant-specific criteria set forth in Subsections 020-02 and 020-03 of IDAPA 30.01.01 rule, any LSTA grant program library applicant or participant must meet the following eligibility requirements.

☐ A. The library is, or is part of, a non-profit institution or agency that receives substantial support from public tax revenues.

☐ B. The library has a current, written long range or strategic plan that is available in the library for review.

☐ C. The library consists of a specific, permanent space exclusively designated for providing library services.

☐ D. The library collects, provides, and coordinates access to library materials.

☐ E. The library serves its clientele free of charge.

☐ F. The library maintains regular and published hours of operation.

    i.   Academic library: minimum of seventy-five (75) hours/week while school is in session.
    ii.   Public library: minimum of twelve (12) hours/week, including some evening or weekend hours.
    iii.   School library: minimum of six (6) hours/day while school is in session.
    iv.   Special library: dependent upon mission.
List hours: _____

☐ G. The library employs an administrator who is responsible for the daily operations of the library.
List hours: _____

☐ H. The library has at least one (1) paid staff member on duty in the library during the hours the library is open.

☐ I. The library has an operable phone within the place set aside for the library and an e-mail address.
Phone number: _____ *E-mail address:* _____

☐ J. The library loans its materials to other Idaho libraries without charge.

☐ K. The library provides training opportunities for its staff.
☐ L. The library offers computer access, including Internet access, for its clientele, and has a policy that addresses acceptable use.

2. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR SCHOOL AND ACADEMIC LIBRARY.

In addition to the criteria set forth in Subsection 020.01 of IDAPA 30.01.01 rule, any LSTA grant program school or academic library applicant or participate must also meet the following requirements:

☐ A. The school is on the State Department of Education's current Accreditation Summary Report.

☐ B. The school district employs a certificated media generalist.

☐ C. The academic institution is accredited by the Northwest Commission on Colleges and Universities.

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3. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR PUBLIC LIBRARIES.

In addition to the criteria set forth in Subsection 020.01 of IDAPA 30.01.01 rule, any LSTA grant program public library applicant or participant must also meet the following requirements:

☐ A. The library is established and operating in compliance with Title 33, Chapter 26 or Title 33, Chapter 27, Idaho Code.

☐ B. The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:
   i. Access during posted operating hours to library collections and the Internet.
   ii. Circulation of library materials, regardless of format.
   iii. Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
   iv. Reference services, regardless of format.

☐ C. The library has a completed "Idaho Public-District Library Annual Statistical Report" for the preceding fiscal year accepted by, and on file at, the Commission.

☐ D. The library maintains a website that provides current information about, or access to, its services including:
   i. Library name
   ii. Library address – both mailing address and street address, if different
   iii. Library phone number
   iv. E-mail address or contact form, or both
   v. Hours of operation
   vi. Names of library board members
   vii. Link to online catalog, if the library has one
   viii. Link to LiLI Portal or to the LiLI Databases and the LiLI Unlimited statewide catalog with the "funded by LiLI" icon
   ix. Description of library services

4. LIBRARY CONSORTIUM APPLICANTS

Any LSTA grant program library consortium applicant or participant must have a formal organizational structure with at least the following elements in place:

- ☐ 1. Name - A name for the consortium.
- ☐ 2. Identification Number - A tax identification number or an employer identification number (EIN) for the consortium.
- ☐ 3. Membership List - A list of all the members.
- ☐ 4. Governance Structure - A representative governance structure and the name or names of the individuals with leadership roles and responsibilities identified.
- ☐ 5. Funding Mechanism - A sustaining funding mechanism supported in part by local funds from the members involved.
- ☐ 6. Plan. - A current, written long range or strategic plan approved by the members and available for review.
- ☐ 7. Agreement or By-Laws. A cooperative agreement or by-laws of the organization signed by each member.
- ☐ 8. Policies and Procedures. Policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, and cooperative collection development.
- ☐ 9. Addition or Withdrawal of Members. Procedures for adding members to, and withdrawing members from the consortia.

5. NON-LIBRARY ENTITIES

Any LSTA grant program non-library entity applicant or participant must:

- ☐ 1. Registered Non-Profit. Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Title 30 Chapter 3, Idaho Code); and
- ☐ 2. Tax Exempt. Have tax exempt status under Internal Revenue Code, 26 U.S.C. Section 501(c)(3) or be tax-exempt as a governmental units or publicly supported organization under Internal Revenue Code, 26 U.S.C. Section 509(a)(1)

APPENDIX C – Federal Certifications

**CIVIL RIGHTS CERTIFICATE ASSURANCE OF COMPLIANCE WITH
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 ,
SECTION 504 OF THE REHABILITATION ACT OF 1973,
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972,
AND THE AGE DISCRIMINATION ACT OF 1975**

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities form the Department of Education.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et.seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance.

2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal Financial assistance.

3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

5. All regulations; guidelines, and standards lawfully adopted under the above statutes by the United State Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or persons signature(s) appearing below is/are authorized to sign this application, and to commit the application to the above provisions.

_____

Signature of Organization's Authorized Official

_____

Name of Authorized Official (print)

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity(Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

_____
Signature of Organization's Authorized Official

_____
Name of Authorized Official (print)